

Notice of Meeting
SCHOOL ADMINISTRATIVE UNIT #43
BOARD MEETING

SRVRTC – Lou Thompson Room

Monday, March 14, 2016

6:00 P.M.
AGENDA

- I. Call to Order: C. Gallagher
- II. Pledge of Allegiance: C. Gallagher
- III. Officer Nominations: Chair, Vice, Secretary, and Treasurer: C. Gallagher
- IV. Adjustments to Agenda: SAU Board Chairperson
- V. Minutes: 11-9-2015
- VI. Information
 - A. Budget – Current
 - B. Separation Process
 - 1. Review Draft Timeline and Steps
 - 2. Review Policies
- VII. Public Forum
- VIII. Non-Public under RSA 91-A:
- IX. Agenda Items for Next Meeting, May 16th:
- X. Adjournment

NONPUBLIC SESSION WORKSHEET

SAU #43 Board
March 16, 2016

Motion By: _____

I move that this Board go into Nonpublic Session to act upon a matter or matters referenced in the following provisions of RSA 91-A:3 II (check appropriate provision.)

- 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- 91-A:3 II (b) The hiring of any person as a public employee.
- 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
- 91-A:3 II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Seconded by: _____

Roll Call Vote: (list Board members by name and indicate yes or no vote for each member.)

Minutes/Decisions Reached: (identify decisions by Motion, Second, and vote.)

Motion By: _____

I move that the minutes of this Nonpublic session be sealed, because divulgence of the information likely would adversely affect the reputation of any person other than a member of this board or render the proposed action ineffective, until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Second By: _____

Roll Call Vote: (2/3 vote required; list Board members by name, indicate yes or no vote for each member)

Motion By: _____

I move that this Board return to public session.

Second By: _____

Vote: _____

V. Minutes

11-09-2015

SAU 43 Board Meeting & Budget Hearing Minutes

November 9, 2015

I. Call to Order and Roll Call

Chair Shannon Howe called to order a public meeting of the SAU 43 Board at 6:05 PM on November 9, 2015 at the Sugar River Valley Regional Technical Center, Lou Thompson Room.

Present from Croydon: Angi Beaulieu and Jody Underwood.

Present from Newport: Dan Bailey and Linda Wadensten. Ann Spencer attended via speakerphone.

Also in attendance: Cindy Gallagher, superintendent and Terry Wiggin, business administrator.

II. Minutes

AS MOVED BY A. BEAULIEU AND SECONDED BY L. WADENSTEN, THE BOARD VOTED TO ACCEPT THE MINUTES OF OCTOBER 19, 2015 AS PRESENTED (5-0-1).

J. Underwood abstained because she had not been present at the meeting.

III. Budget Hearing

T. Wiggin presented the FY17 SAU budget, noting that final health insurance rates will affect the final numbers and that the FY16 budget had not anticipated certain staffing changes that took place.

The proposed budget of \$838,443 is an increase of \$75,314 or 9.9%, based on the following:

- 3% increase for all staff
- Adjustments to salaries for employees currently holding positions prior to the increase
- Restoration of the payroll position to full-time (currently 29.5 hours or 74%)
 - Total staff costs: \$501,093, up from \$496,926 excluding the negative \$50,000 salary line, for an increase of \$4,167 or \$54,167
- Health insurance increase calculated at 12% for an increase of \$15,599
- Continuation of the docSTAR lease at \$3,552 with \$600 for the server rental
- Computer replacement and an increase in computer services at \$2,000
- Dues and fees at \$4,610

Although the Newport assessment was set at 90% and Croydon at 10% in recent years, RSA 194-C:9 stipulates that assessment is determined by property value and student average daily membership (ADM) and should instead be 87.97% for Newport and 12.03% for Croydon for

FY17. This would amount to \$737,569 for Newport (increase of \$83,863) and \$100,874 for Croydon (increase of 25,612).

T. Wiggin suggested applying \$30,000 from the \$46,000 fund balance to offset the assessments, such that Newport would be assessed at \$711,178 and Croydon at \$97,265.

The tax rate increases would be \$.20 without the fund balance and \$.14 with the fund balance for Newport, and \$.29 without the fund balance and \$.25 with the fund balance for Croydon.

The health insurance legal settlement will reduce the assessment further a small amount.

J. Kessler noted that with a current consumer price index of 0%, a 3% salary increase should be reconsidered.

T. Fratzel commented that a 9.9% budget increase is staggering, and that those funds would be better spent on teachers and district staff.

S. Howe responded that both T. Wiggin and C. Gallagher are paid significantly less than their peers and that they deserve a raise for the quality of their work to date.

J. Kessler commented that teachers and district staff are earning less than their peers as well, and have assumed additional responsibilities in response to the FY16 budget cuts. Giving a 3% increase to SAU staff would be bad for the morale of those covered by collective bargaining agreements that would not include 3% increases.

S. Howe responded that last year teachers and district staff received steps as well as salary increases.

B. Spaulding noted that two budgets must be considered, the one presented at this hearing and one that takes into account a single-district SAU.

S. Howe explained that the approved SAU budget would be included in the Newport and Croydon school district budgets, but would be replaced by budgets included in the respective withdrawal plans if those articles are approved by the voters in March.

B. Spaulding suggested that any salary increases for SAU staff be taken from a lump sum such that individual increases can be awarded at different rates. The lump sum, however, should be less than 3%.

C. Gallagher noted that T. Wiggin, a certified business administrator, had been hired at the prior non-certified salary and is thus greatly underpaid. She also noted that hers is the lowest superintendent salary in the state.

Noting that it was the will of the voters to lower the FY16 budget by \$50,000, T. Fratzel asked how that had been accomplished. T. Wiggin responded that the payroll position was reduced and the superintendent's salary was decreased, along with the related tax and benefit savings.

In response to a question from T. Fratzel, T. Wiggin reported that there are eight FTE positions in the SAU office.

The superintendent's administrative assistant line is up 27% because a .25 position had not been included in the FY16 budget.

The superintendent's insurance costs have increased due to shifts in coverage and the 12% increase to all health insurance premiums.

The equipment lease has increased due to the purchase of docSTAR dictated by the move of the SAU office.

C. Gallagher reported that the state Board of Education would review the Newport withdrawal plan in November and the Croydon plan in December. While the state may recommend that the withdrawal process take two years, the voters may still choose to take only one as recommended by the withdrawal committees.

T. Fratzel and B. Spaulding spoke in support of increasing the business administrator's salary based on the fact that he is qualified for a higher position at a commensurate salary. B. Spaulding suggested separating this increase from the lump sum that is distributed to the remaining staff.

S. Howe closed the public hearing at 7:25 PM.

T. Wiggin recommended reducing the proposed budget by \$12,500 because the health reimbursement account (HRA) funding had been duplicated in the accounting software.

In response to a question from J. Underwood, T. Wiggin itemized the increases in the proposed budget: 12% in health insurance premiums (\$15,599), salaries (\$10,330) and related tax and benefit costs, leased equipment (\$4,100), special education director salary increase (\$4,800), increase in the accountant line before the salary increase due to a staffing change (\$6,700), dues and fees (\$4,700), contracted services (\$2,000), and district-wide health benefits (\$4,000).

L. Wadensten suggested that the health insurance costs could be reduced to an increase of 10%.

T. Wiggin suggested the following cuts to the proposed budget, reducing it by \$52,772:

- HRA reduction (\$12,500)

- 1% of salaries (\$4,553)
- FICA and retirement for above (\$917)
- FT payroll remains PT (\$5,804)
- FICA and retirement for above (\$1,092)
- Health insurance for above (\$24,080)
- Building rent (\$0)
- Health insurance reduction to 10% (\$2,757)
- Cut dues and fees by 20% (\$1,068)
- Cut staff development by 20% (\$0)

In response to a question from L. Wadensten, T. Wiggin noted that the SAU would not see much savings from the use of a payroll service.

Of the resultant proposed budget total of \$785,671, Newport would pay \$664,755 and Croydon \$90,916.

IV. Public Forum

In response to a question from T. Fratzel, T. Wiggin summarized the proposed reductions, noting that the reduced budget reflected an increase over the FY16 budget of just under 3%.

In response to questions from K. Minich, S. Howe responded that the function of the SAU board is to hire and evaluate the superintendent and set policy and the direction of the SAU. The SAU board is responsible to the voters, not to the Newport School Board.

K. Minich asked S. Howe to summarize the minutes of the last SAU board meeting.

K. Minich suggested that S. Howe's remarks to him in response to his comments to the board at several meetings regarding the hiring of C. Howe as the bus terminal manager should have instead been directed to the three hundred signatories who petitioned to remove C. Howe from that position and to the administration.

V. Action

AS MOVED BY D. BAILEY AND SECONDED BY A. BEAULIEU, THE BOARD VOTED TO APPROVED THE PROPOSED FY17 BUDGET OF \$785,671.

AS MOVED BY L. WADENSTEN AND SECONDED BY A. BEAULIEU, THE BOARD VOTED TO USE \$30,000 FROM THE FUND BALANCE TO REDUCE THE ASSESSMENT MADE IN ACCORDANCE WITH 194-C:9.

VI. Next Meeting: February 8, 2016 at 6:00

VII. Adjournment

AS MOVED BY J. UNDERWOOD AND SECONDED BY D. BAILEY, THE BOARD VOTED TO ADJOURN (6-0-0).

The meeting adjourned at 8:32 PM.

Respectfully submitted,
Terrie Scott

DRAFT

VI. Information

B. Separation Process

Proposed Transition Plan to move from SAU 43 to Single District SAUs

Newport	Croydon	Proposed Date Due
Vote 3/8 affirmative to withdraw	Vote 3/12 TBA	3/12/2016
Vote delivered to Department of Ed	Vote delivered to Dept of Ed	3/13/2016
Policies and Procedures presented at SAU meeting	Policies and Procedures presented at SAU meeting	3/14/2016
	MOU with Newport Board about how long after July 1 CSD will receive transitional services, Fees for services	3/14/2016
Presentation of vote to Bd of Ed/Assignment of SAU Number	Presentation of vote to Bd of Ed/Assignment of SAU Number	4/30/2016
Policies & Procedures are adopted	Policies & Procedures are adopted	4/30/2016
Current SAU 43 Employees notified of layoff	Current SAU 43 Employees notified of layoff	4/1/2016
Budget Reductions Proposed	No Impact	3/24/2016
Budget for services determined	Budget for services determined	4/15/2016
Job Postings issued internally	Job postings issued internally	4/15/2016
Job postings advertised if needed	Job postings advertised if needed	4/20/2016
RFP's/ Bids for services issued as and if needed	RFP's/ Bids for services issued for Superintendent / Business Services, Food Service, possible other services	4/15/2016
Distribution of SAU assets negotiated	Distribution of SAU assets negotiated	5/31/2016
Staff Hired		5/31/2016
Contracts for Bids/RFP's awarded as and if needed	Contracts awarded for Superintendent Services, Food Service, other services as and if needed	5/31/2016
SAU 43 Assets Distributed	SAU 43 Assets Distributed	7/1/2016
Final SAU Audit Conducted	Final SAU audit Conducted	12/31/2016
Final Adjustment to asset Distribution	Final Adjustment to asset Distribution	3/1/2017

Each District should add an SAU Items to district meeting agendas

MEMORANDUM OF UNDERSTANDING
Between

Newport School District and Croydon School District

PURPOSE: The purpose of this MOU is to formalize a working relationship to facilitate Croydon's transition to an independent school district/SAU.

With this Memorandum of Understanding we plan to facilitate a smooth transition from the SAU 43 organization to an independent Croydon School District/School Administrative Unit to provide the best benefit to Croydon's students and teachers.

The Newport School District and the Croydon School District agree to the following terms of transition, starting July 1, 2016, and ending September 30, 2016, with the exception of Newport Section 8 and Croydon Section 5. The end date can be shortened or lengthened by the mutual agreement of both parties. The defined roles and responsibilities are identified below:

Newport agrees to:

1. Provide Superintendent Services, as defined by New Hampshire state law and regulation, at a rate of \$75 per hour as requested and required for the Croydon School District.
2. Provide Business Administrator Services, as defined by New Hampshire state law and regulation, as requested, at a rate of \$50 per hour.
3. Provide Special Education Director Services, as defined by New Hampshire state law and regulation, as requested, at a rate of \$50 per hour.
4. Provide other financial and human resource services, as requested, at a rate of \$35 per hour.
5. Provide Croydon with reasonable estimates of the time required to accomplish requests made.
6. Provide an accurate accounting of all such services to the Croydon School District for the payment of invoices for said services.
7. Provide all documents and records of the Croydon School District, formerly stored in Newport, to a location of the Croydon School Board's choosing.
8. Divide the assets of SAU 43 equitably, based upon a 90% Newport, 10% Croydon split, with an initial distribution of some assets on July 1, 2016, with a final distribution of all assets to take place no later than December 31, 2016.

Croydon School District agrees to:

1. Provide clear requests and direction to the Newport School District of the requests made for transition services and if known, who Croydon's preference is to perform the task.
2. To the extent possible, make requests with enough lead time to allow for reasonable time to complete the request being made.
3. Promptly pay all invoices presented for services rendered within 21 days of receipt.
4. Understand that Newport employees will be prohibited from participating in any action that violates any current federal, state, or local law, regulation, or ordinance.
5. Divide the assets of SAU 43 equitably, based upon a 90% Newport, 10% Croydon split, with an initial distribution of some assets on July 1, 2016, with a final distribution of all assets to take place no later than December 31, 2016.

By signing this agreement both Districts acknowledge they will actively abide by its terms.

Newport School District Date

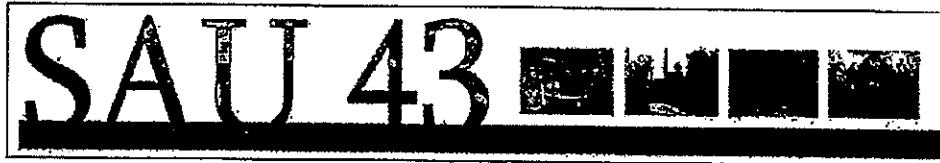
Croydon School District

Date

Newport School District Financial Policy List

12/5/2015

Newport Policies and Procedures - District



SAU Home School Boards Policies Finances and Facilities Committees Food Service Student Services Curriculum
 Educational Improvement Human Resources Bus Routes Before/After school Staff Access Contact Us Our Schools

Policies >

Newport Policies and Procedures

Policy and Procedures Index for the Web: Sheet1		
CLA Treatment of Outside Reports	Policy	
SECTION D:		
FISCAL MANAGEMENT		
DA Fiscal Management Goals	Policy	
DB Annual Budget	Policy	
DBB Fiscal Year	Policy	
DBD Budget Planning, Preparation and Schedules	Policy	
DBG Budget Advisory Committee Procedures	Policy	
DBI Budget Information	Policy	
DD Funding Proposals and Applications	Policy	
DFA Investment	Policy	
DFE School Event and Activity Revenues	Policy	
DFEA Free Admission	Policy	
DG Depository of Funds	Policy	
DH Bonded Employees and Officers	Policy	
DI Fiscal Accounting and Reporting	Policy	
DID Inventories	Policy	
DIE Certified Audits	Policy	
DIB Petty Cash Accounts	Policy	
DJB-R Petty Cash Procedure		Procedure
DJC Bidding Policies	Policy	
DM Cash In School Buildings	Policy	
DN School Properties Disposal Procedure	Policy	
SECTION E:		
SUPPORT SERVICES		
ED Safety Program	Policy	
EBBB Accident Reports	Policy	
EBBC First Aid and Emergency Care	Policy	
EBBD Indoor Air Quality	Policy	
EBCE-1 Suspension/Rerouting of Bus Routes	Policy	
EBCE-1R Suspension/Rerouting of Bus Routes		Procedure
EDCA Employee Use of Electronic Communication Devices	Policy	
EBA Transportation Policy	Policy	
EEACC School Bus Conduct	Policy	
EEAE School Bus Safety Program	Policy	
EEABA Mandatory Drug and Alcohol Testing – School Bus Drivers	Policy	
EFA Availability & Distribution of Healthy Foods	Policy	
EGAD Copyright Compliance	Policy	
EGAD-R Copyright Compliance Procedure		Procedure
EH Data Management	Policy	
EHB Data Records Retention	Policy	
EHB-R Local Records Retention Schedule		Procedure
SECTION G:		
PERSONNEL		
GPAA Policy of Fiscal Management	Policy	

Declined for Review by the NH Board of Education due to procedural issues under RSA 194-C:2, November 18, 2015
 Committee Member appointed December 9, 2015
 Committee reviewed December 10, 2015
 Public Hearing December 16, 2015
 Committee Approval December 16, 2015

Newport Withdrawal Committee –Withdrawal plan to leave SAU 43 - December 2015

SAU Policy Index from www.sau43.org

SAU #43 Policies

Unless other wise specified, the word "Board" in these policies refers to the SAU #43 Board.

Policies Added to List as of Date Below

Policy Letter	Policy Name	Policy Committee Review	Board First Reading	Board Second Reading
AC	Non-discrimination	01/11/04	05/04/04	10/27/04
ADB	Drug-Free Workplace/Drug-Free Schools		05/23/12	06/07/12
BA	Board Operational Goals	09/17/03	10/15/03	01/28/04
BAA	Substantive Duties	09/17/03	10/15/03	01/28/04
BAAA	Board Member Authority	09/17/03	10/15/03	01/28/04
BAAA-R	School Board Policies and Administrative Procedures (Procedure)	09/17/03	10/15/03	01/28/04
BBA	Board Contact With SAU Professional Advisors	10/08/03	01/28/04	05/04/04
BBA	Board Member Authority	10/08/03	01/28/04	05/04/04
BBF	Board Member Conduct	10/08/03	01/28/04	05/04/04
BBFA	Board Member Conflict of Interest	10/08/03	01/28/04	05/04/04
BCD	Board Superintendent Relationship	10/22/03	01/28/04	05/05/04
BCE	Board Committees	10/12/03	01/28/04	10/27/04
BDC	Board Treasurer Appointment		09/10/07	09/26/07
BDDE	Rules of Order	01/14/04	05/04/04	06/23/04
BDDH	Public Participation at Board Meetings	01/14/04	05/04/04	06/23/04
BEA	Regular Board Meetings	01/14/04	05/04/04	06/23/04
BEB	Special Board Meetings	01/14/04	05/04/04	06/23/04
BEDA	Public Notification of Board Meetings	01/14/04	05/04/04	06/23/04
BEDC	Quorum		04/26/07	05/23/07
BEDG	Minutes	01/14/04	05/04/04	06/23/04
BFC	Policy Adoption	01/14/04		01/28/04
BFE	Administration in Policy Absence	01/14/04	06/23/04	09/22/04
BG	Board Policy Procedures	01/14/04	06/23/04	09/22/04
BGA	Policy Development System	09/17/04	10/15/04	01/28/04
BGE	Policy Dissemination	09/17/03	10/15/03	01/28/04
BIB	Board Member Development Opportunities	01/14/04	06/23/04	09/22/04
BIE	Board Member Indemnification	01/14/04	06/23/04	09/22/04
BK	Evaluation of Board Operational Procedures	01/14/04	06/23/04	09/22/04
CBC	SAU Administrator Contract	01/14/04	05/04/04	10/27/04
EB	Safety Policy		12/13/06	12/13/06
EBBD	Indoor Air Quality		05/23/12	06/07/12
EEAEA	Mandatory Drug & Alcohol Testing-School Bus Drivers		05/23/12	06/07/12
GBAA	Sexual Harassment & Sexual Violence	01/14/04		
GBEA	Staff Ethics		04/04/13	04/04/13
GBEC	Drug-Free Workplace/Drug-Free Schools		05/23/12	06/07/12
IFA	Instructional Needs of Students With Different Talents		05/23/12	06/07/12
IGE	Parental Objections to Specific course Material		05/23/12	06/07/12
IHCA	Summer Activities		05/23/12	06/07/12
IHCD	Advanced Course Work/Advanced Placement Courses		05/23/12	06/07/12
IK	Earning of Credit		05/23/12	06/07/12
IKKA	Interdisciplinary Credit		05/23/12	06/07/12
IL	Evaluation of Curricular Programs		05/23/12	06/07/12
IMAH	Daily Physical Activity		05/23/12	06/07/12
IMGA	Service Animals		05/23/12	06/07/12
JBAA	Sexual Harassment - Students		05/23/12	06/07/12
JCA	Change of School or Assignment		05/23/12	06/07/12
JG	Assignment of Students to Classes and Grade Levels		05/23/12	06/07/12
JJ	Student Rights and Responsibilities		05/23/12	06/07/12
JICD	Student Discipline and Due Process		05/23/12	06/07/12
JICFA	Hazing		05/23/12	06/07/12
JICI	Weapons on School Property		05/23/12	06/07/12
JLC	Student Health Services		05/23/12	06/07/12
JLCD	Administering Medication to Students		05/23/12	06/07/12
JLD	School Guidance and Counseling Program		05/23/12	06/07/12
JLDBA	Behavior Management and Intervention		05/23/12	06/07/12
JLF	Reporting Child Abuse or Neglect		05/23/12	06/07/12

Indicates the date policies were sent to the Board for final (not approved as yet)

Updated

5/6/2013

Declined for Review by the NH Board of Education due to procedural issues under RSA 194-C:2, November 18, 2015
 Committee Member appointed December 9, 2015
 Committee reviewed December 10, 2015
 Public Hearing December 16, 2015
 Committee Approval December 16, 2015